

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

805 - BREAST & CERVICAL CANCER CONTROL PROGRAM											
	859	CERVICAL CANCER DIAGNOSTIC EVALUATIONS	PM		PM		C		O		PAPER, ELECTRONIC. COMPLETED FORMS ARE SCANNED AND MAINTAINED ON CD-ROMS. PAPER DESTROYED AFTER SCANNING.
	861	BREAST CANCER SCREENING RECORDS	PM		PM		C		O		PAPER, ELECTRONIC. COMPLETED FORMS ARE SCANNED AND MAINTAINED ON CD-ROMS. PAPER DESTROYED AFTER SCANNING.
	862	BREAST CANCER DIAGNOSTIC EVALUATIONS	PM		PM		C		O		PAPER, ELECTRONIC. COMPLETED FORMS ARE SCANNED AND MAINTAINED ON CD-ROMS. PAPER DESTROYED AFTER SCANNING.
	863	BREAST & CERVICAL CANCER DIAGNOSTIC DATABASE FILES	AV		AV		C		E		DATABASE UPDATED DAILY
1.1	1133	BCCCP SERVICE PROVIDERS	FE+1	3	FE+4		O		P		00-501-300
1.1.006	4583	COMPLAINT FILES	AC+2		AC+2		O		P		AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	5492	ADMINISTRATIVE CORRESPONDENCE	1	2	3		O	R	P	X	00-501-302
1.1.008	5240	GENERAL CORRESPONDENCE	1		1		O		O		PAPER, ELECTRONIC
1.1.024	5496	PLANS AND PLANNING RECORDS	AC+1	2	AC+3		O	R	P		00-501-303
1.1.025	5500	AGENCY RULES, POLICIES AND PROCEDURES	US	3	US+3		O	R	P	X	00-501-305
1.1.040	1129	SPEECHES AND PAPERS	1	1	2		O	R	P		00-501-299
1.1.043	1132	TRAINING MATERIALS	US	1	US+1		O		P		00-501-306
1.1.057	1675	TRANSITORY INFORMATION	AC		AC		O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.058	5495	MEETING-AGENDAS AND MINUTES	PM		PM		O	A	P		
1.2.014	1115	RECORDS MANAGEMENT PLANS	US	1	US+1		O		P		00-501-298

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

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805 - BREAST & CERVICAL CANCER CONTROL PROGRAM

1.3.001	5501	AGENCY PUBLICATIONS	AC/US+5		AC/US+5	O		P		FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.
2.1	3004	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		P		
3.1.001	1676	APPLICATIONS FOR EMPLOYMENT -NOT HIRED	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.014	1679	INTERVIEW AND SELECTION NOTES	2		2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	1677	PERFORMANCE JOURNALS	2		2	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1678	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION; AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	5511	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		P	X	
3.3.023	4447	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3	O		O		PAPER, ELECTRONIC
3.4.007	5512	TIME OFF &/OR SICK LEAVE REQUEST ABSENCE REPORTS	FE+3		FE+3	O		O		PAPER, ELECTRONIC
5.1.001	5514	NON-PROVIDER CONTRACTS	AC+2	2	AC+4	O		P	X	00-501-304
5.3	2992	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P		
5.3.008	5515	PURCHASING LOGS	FE+3		FE+3	O		P		

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